



INDIANA *for* COMMISSION
HIGHER EDUCATION

2012-2013 USER MANUAL

INDIANA NATIONAL GUARD UPDATE SYSTEM (INGUS)

**Version 2
August 6, 2012**

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The Indiana National Guard Updates System (INGUS) is a web-based application designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard members to the Division of Student Financial Aid (SFA). The reported data is used to determine if a soldier is eligible for the National Guard Supplemental Grant (NGSG) or National Guard Extension Scholarship (NGES).

I. DATA OVERVIEW

Prior to entering data into the INGUS database, please review the following information regarding data accuracy, required data fields, data entry and data upload procedures.

DATA ACCURACY

Entering the correct social security number, first and last name and date of birth for each soldier is extremely important. These data elements are matched against those reported by the student on the Free Application for Federal Student Aid (FAFSA), which is matched against Social Security Administration records. If there is no match, the student cannot be awarded the NGSG or NGES.

DATA ENTRY

INGUS provides two options to enter soldier data: 1) manual entry of one soldier at a time or 2) an upload of a previously prepared and appropriately formatted text file. Each soldier's record can be added only once. However, multiple files may be uploaded to add new soldiers to the system each time.

A separate process must be followed to certify a soldier for the NGES. Each of these soldiers must be manually entered one-by-one. Please see "Enter NGES Soldier Data" for more information.

REQUIRED DATA FIELDS

SOCIAL SECURITY NUMBER

The soldier's social security number (SSN) must be entered as nine digits without dashes (123456789). Any other data entry will result in an error, which will be displayed on screen. The SSN must be properly entered in order to proceed with data entry or updates. The SSN must be the same as that indicated on the soldier's Social Security card.

LAST NAME

Enter the soldier's last name as it appears on his or her Social Security card and FAFSA. Do not use suffixes such as "Jr" or "II" unless you are sure the suffix is listed on the FAFSA. Also, avoid using apostrophes or other punctuation ("O'Brien" or "Taylor-Smith") unless you are sure the student's name includes this punctuation on the FAFSA.

FIRST NAME

Enter the soldier's first name as it is listed on his or her Social Security card and FAFSA. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa."

DATE OF BIRTH

The soldier's date of birth must be entered as eight characters with slashes. For example, if a soldier's date of birth is January 7, 1992, it must be entered as 01/07/1992. The format must be mm/dd/ccyy, where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year.

UNIT

This is a four character designation for the soldier's ING unit – ARSF, AFFW or AFTH. The appropriate unit code must be provided when uploading a previously prepared and appropriately formatted text file. When performing a manual entry of one soldier at a time, the unit code is assumed based on your log in designation.

TERM CERTIFICATION

Because the NGSF and NGES are awarded by term, records must be reported for each term. INGUS limits reporting and updating to the current term. The system will assume that each soldier entered in the database is certified for a scholarship for that term.

The schedule for certifying soldiers through INGUS for the 2012-2013 academic year will be as follows:

TERM	START DATE	END DATE
FALL 2012	July 27, 2012	December 12, 2012
SPRING 2013	January 4, 2013	May 8, 2013

If the soldier's certification status changes after being entered into INGUS, you may edit records individually. You will not be able to upload changes to a record after the initial data entry. This means any changes to a soldier's record in INGUS must be made individually.

II. ACCESS INGUS

ACCESS INGUS

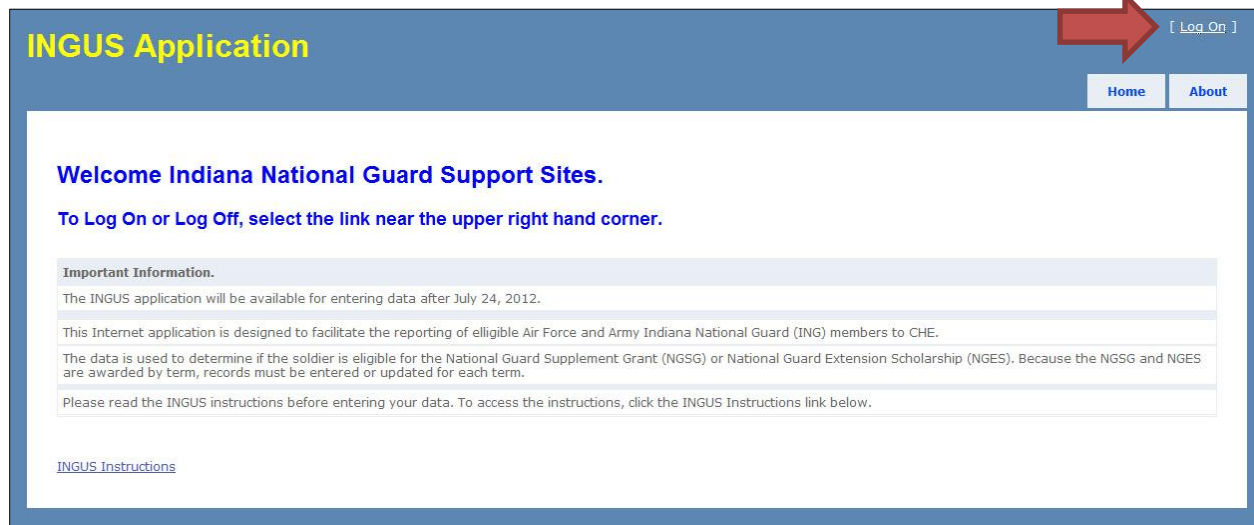
INGUS requires the user's internet browser to be Microsoft's Internet Explorer. At minimum, users will need to use Internet Explorer Version 6.0 or later.

INGUS may be accessed by a direct link: <https://studentaid.ssaci.in.gov/INGUS> or through SFA's homepage: <http://www.in.gov/ssaci/index.htm>. If you choose to access INGUS through the homepage, select **Indiana National Guard Support Sites – INGUS** from the menu on the left-hand side of the page.

The screenshot shows the Indiana Commission for Higher Education (ICHE) website. On the left, a navigation menu lists various links, including 'SFA Home', 'About Us', 'Calendar', 'Indiana Awards & Scholarships', 'Awards/Scholarships - Complete List', 'Awards/Scholarships - by Program', 'Application Filing Deadlines', 'Information About', 'Terms & Definitions', 'Sources & Searches for Aid', 'Eligible Indiana Colleges', 'Professional Partners', 'Memoranda', 'SEAS', 'College Partners', 'High Schools - CHIPS', 'Indiana National Guard Support Sites - INGUS', and 'Sign up to receive e-mail and wireless updates from SFA'. A red arrow points to the 'Indiana National Guard Support Sites - INGUS' link. The main content area features a banner for 'File a FAFSA by March 10th' with a 'get started' button. Below the banner is the 'Mission' section, which states: 'The Division of Student Financial Aid's (SFA) mission is to make college affordable through need-based financial aid awards and to allow choice by granting awards to those attending public, independent and proprietary colleges. SFA attempts to increase college preparation through its 21st Century Scholar program and by giving increased award amounts to those graduating from high school with Academic or Technical Honors Diplomas. SFA is a division of the Indiana Commission for Higher Education (ICHE).' Below the mission statement is a 'Recent News & Resources' section with links to 'HEA 1270 Transition', 'Weekly Snapshot', 'Paving for College without Second Mortgage', and 'Census Stats Show Degree Holders Less Likely to Be Unemployed'. The right-hand side of the page includes 'Online Services' and 'eStudent' sections. The 'Online Services' section lists links for 'Students/Parents - eStudent', 'Colleges Financial Office', 'Guidance Counselors', 'Twenty-first Support Sites', and 'Forms.IN.gov'. The 'eStudent' section includes 'Top FAQs' and 'I Want To...' links. The 'Top FAQs' section lists six questions related to the Frank O'Bannon Grant. The 'APPLICATION' section is also visible at the bottom right.

After selecting the link from the left-hand menu, click on the **INGUS Data Input** link to access the data collection site.

The homepage is the first displayed. Click the “Log On” link in the upper right hand corner to proceed to the Terms and Conditions (User Agreement) page.



INGUS Application

[Log On]

Home About

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

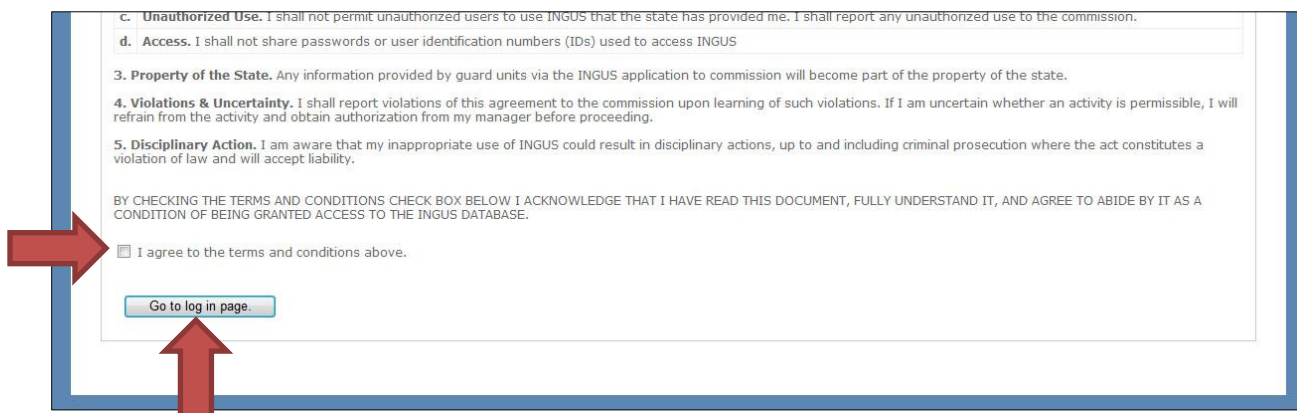
This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

After reading the terms and conditions carefully, check the “I agree...” box and click the “Go to log in page” button to continue.



c. **Unauthorized Use.** I shall not permit unauthorized users to use INGUS that the state has provided me. I shall report any unauthorized use to the commission.

d. **Access.** I shall not share passwords or user identification numbers (IDs) used to access INGUS

3. **Property of the State.** Any information provided by guard units via the INGUS application to commission will become part of the property of the state.

4. **Violations & Uncertainty.** I shall report violations of this agreement to the commission upon learning of such violations. If I am uncertain whether an activity is permissible, I will refrain from the activity and obtain authorization from my manager before proceeding.

5. **Disciplinary Action.** I am aware that my inappropriate use of INGUS could result in disciplinary actions, up to and including criminal prosecution where the act constitutes a violation of law and will accept liability.

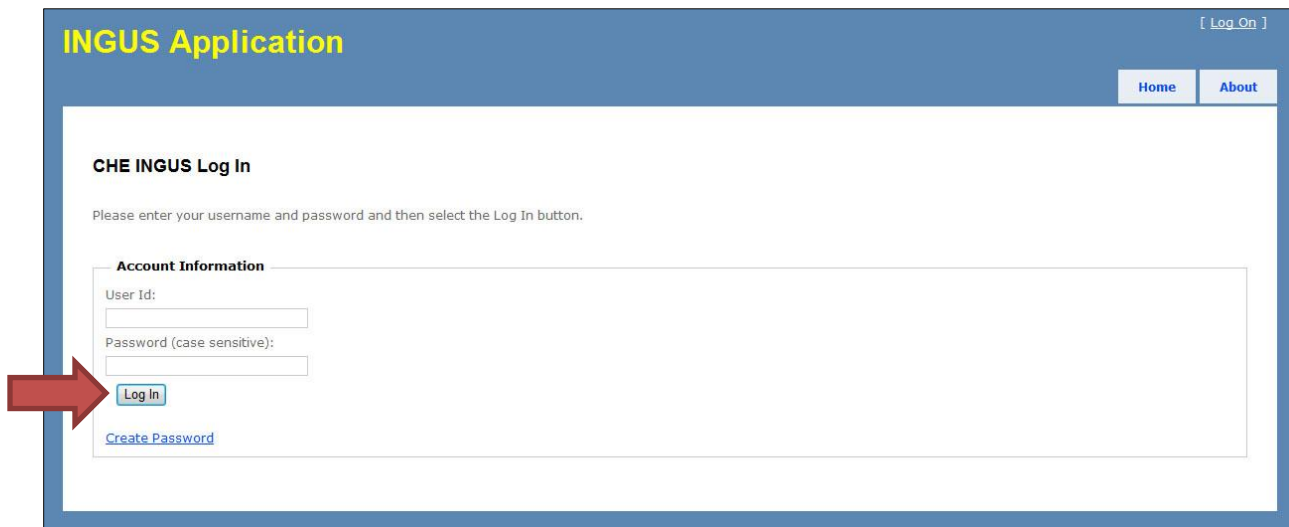
BY CHECKING THE TERMS AND CONDITIONS CHECK BOX BELOW I ACKNOWLEDGE THAT I HAVE READ THIS DOCUMENT, FULLY UNDERSTAND IT, AND AGREE TO ABIDE BY IT AS A CONDITION OF BEING GRANTED ACCESS TO THE INGUS DATABASE.

☐ I agree to the terms and conditions above.

Go to log in page.

LOG IN

From the log in page, you will be asked to supply your User ID and Password. (Both the User ID and Password are case sensitive.) The User ID was provided via e-mail. You will need to create a password to log in to INGUS for the first time. (The create password function also may be used anytime you forget your password.) Click the “Log In” button after entering your User ID and password to proceed.



INGUS Application [Log On]

Home About

CHE INGUS Log In

Please enter your username and password and then select the Log In button.

Account Information

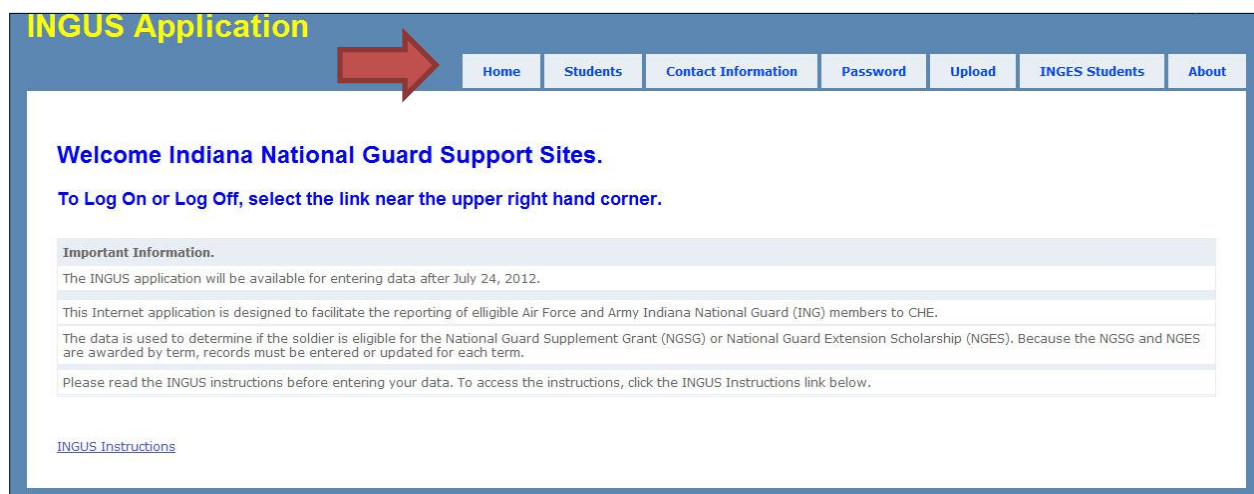
User Id:

Password (case sensitive):

[Log In](#)

[Create Password](#)

Once you have successfully logged in to INGUS, you will see a home screen that is similar to the original homepage but with more options. These links may be used to navigate throughout the INGUS application.



INGUS Application

Home Students Contact Information Password Upload INGES Students About

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

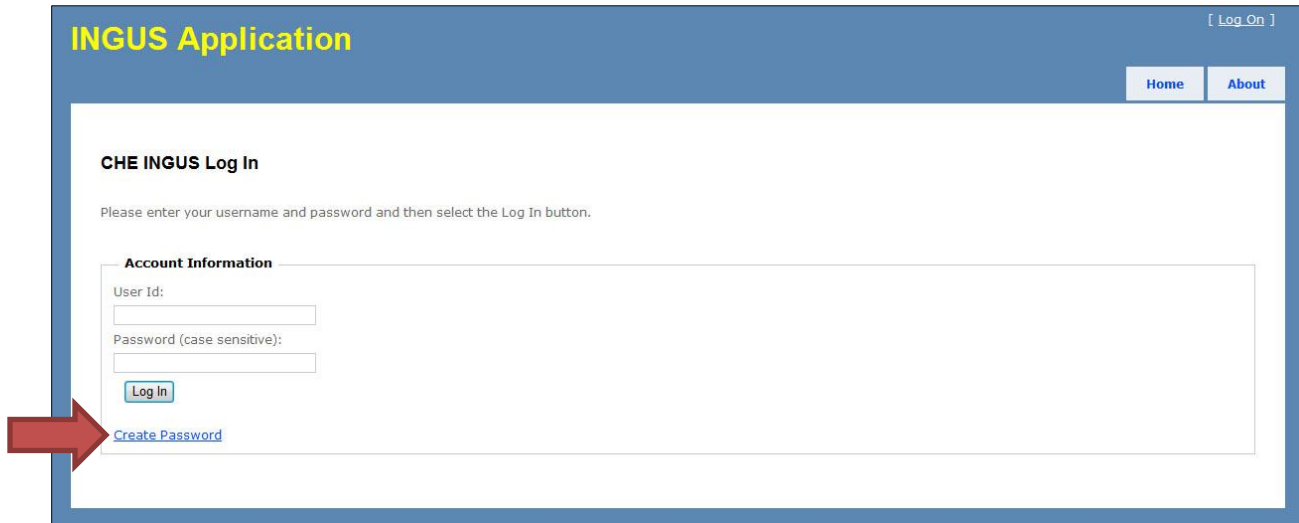
The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

CREATE A PASSWORD

If you are logging in for the first time or have forgotten your password, you may create a new password by clicking the “Create Password” link. New passwords are required to be a minimum of 10 characters in length.



INGUS Application [Log On]

Home About

CHE INGUS Log In

Please enter your username and password and then select the Log In button.

Account Information

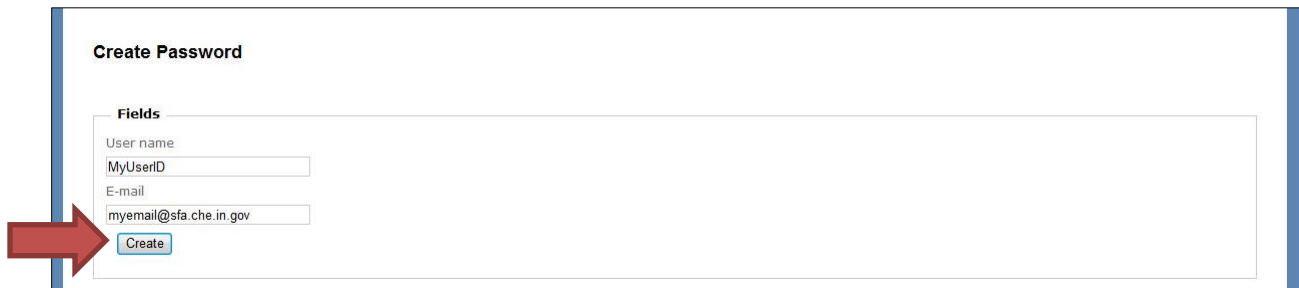
User Id:

Password (case sensitive):

Log In

[Create Password](#)

On the “Create Password” screen, enter your User ID and your e-mail address. You must use the email address to which your User ID was sent. Click the “Create” button to proceed.



Create Password

Fields

User name

MyUserID

E-mail

myemail@sfa.che.in.gov

Create

A confirmation will display informing you that instructions for creating a password have been sent to your email address.



INGUS Application [Log On]

Home About

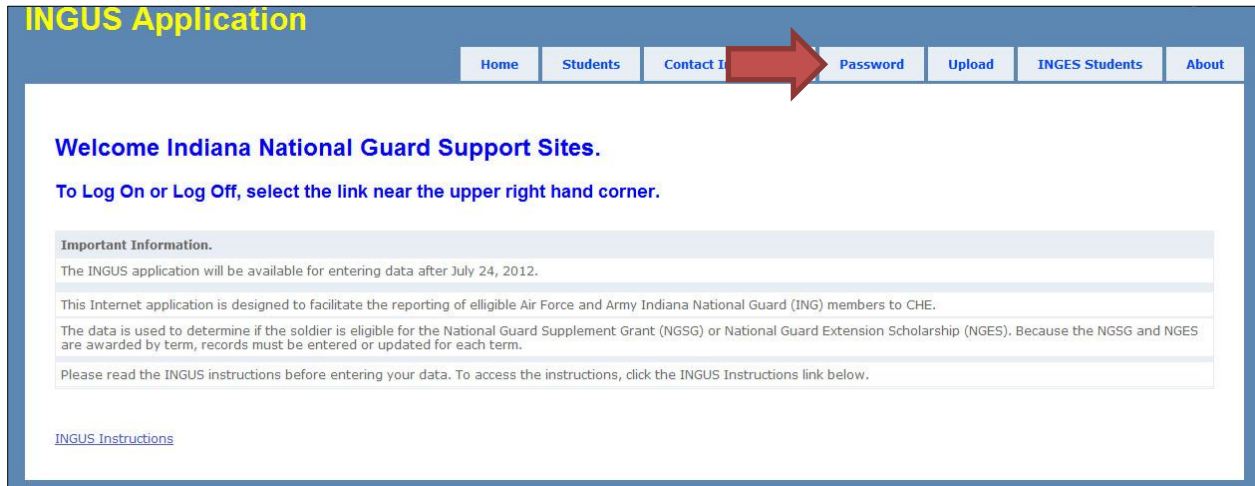
An email has been sent to your email address. Please follow instructions in the email to reset your password.

Click on the link provided in the email and follow the steps to create a password.



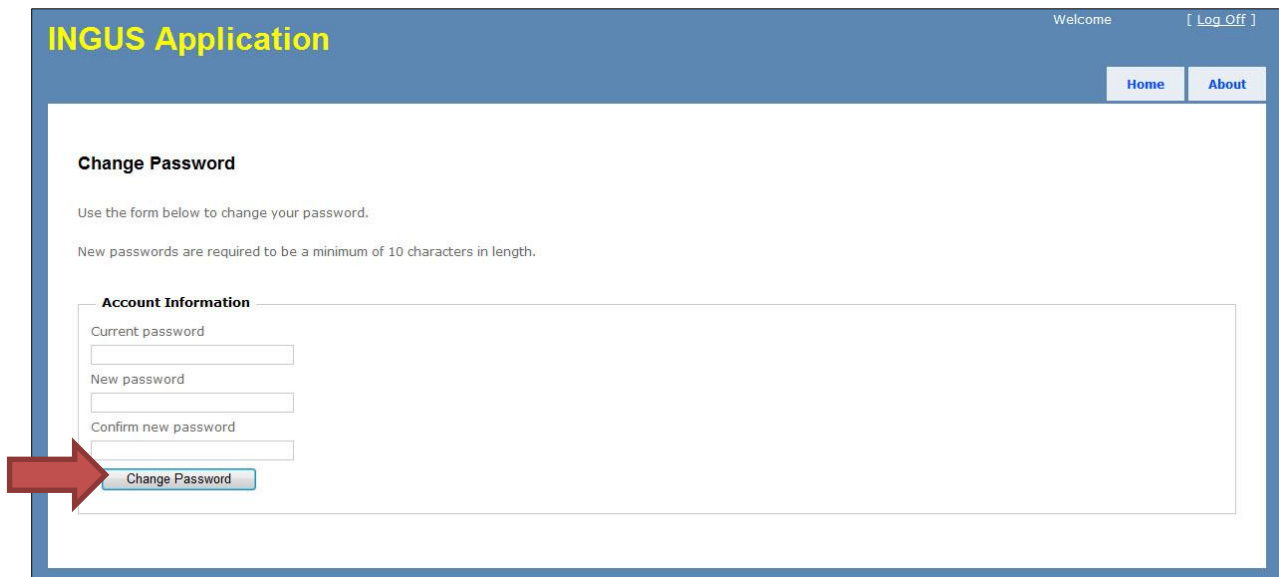
CHANGE PASSWORD

Once you have successfully logged into INGUS, you may change your password at any time. Select the “Password” tab.



The screenshot shows the top of the INGUS Application interface. A blue header bar contains the title "INGUS Application" in yellow. Below it is a navigation menu with tabs: Home, Students, Contact Us, Password, Upload, INGES Students, and About. A red arrow points to the "Password" tab. The main content area has a blue background with the text "Welcome Indiana National Guard Support Sites." and "To Log On or Log Off, select the link near the upper right hand corner." Below this is a section titled "Important Information." with several lines of text and a link to "INGUS Instructions".

Provide your current and new password. Click the “Change Password” button to proceed.



The screenshot shows the "Change Password" form within the INGUS Application. The header bar is blue with "INGUS Application" in yellow. On the right, there is a "Welcome" message and a "[Log Off]" link. Below the header is a navigation menu with "Home" and "About" tabs. The main content area has a white background with the title "Change Password" and instructions: "Use the form below to change your password." and "New passwords are required to be a minimum of 10 characters in length." The form is titled "Account Information" and contains three input fields: "Current password", "New password", and "Confirm new password". A red arrow points to the "Change Password" button at the bottom of the form.

A confirmation message will display to indicate when your password has been successfully changed.

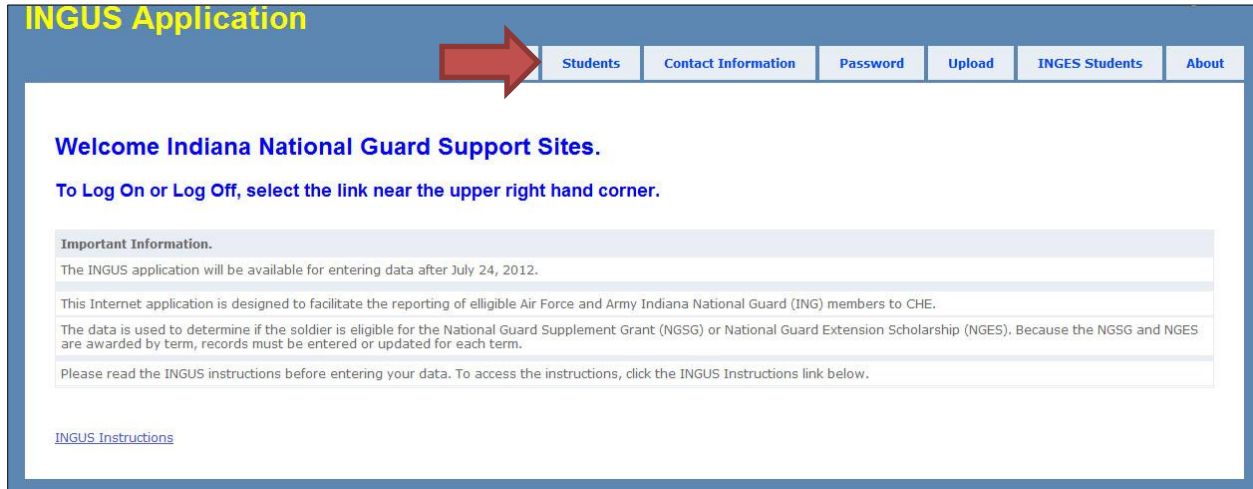


The screenshot shows the "Change Password" form after a successful password change. The header bar is blue with "INGUS Application" in yellow. On the right, there is a "Home" and "About" tabs. The main content area has a white background with the title "Change Password" and a confirmation message: "Your password has been changed successfully."

III. DATA ENTRY

MANUAL ENTRY OF SOLDIER DATA

Select the “Students” tab to access the list of student records.



INGUS Application

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

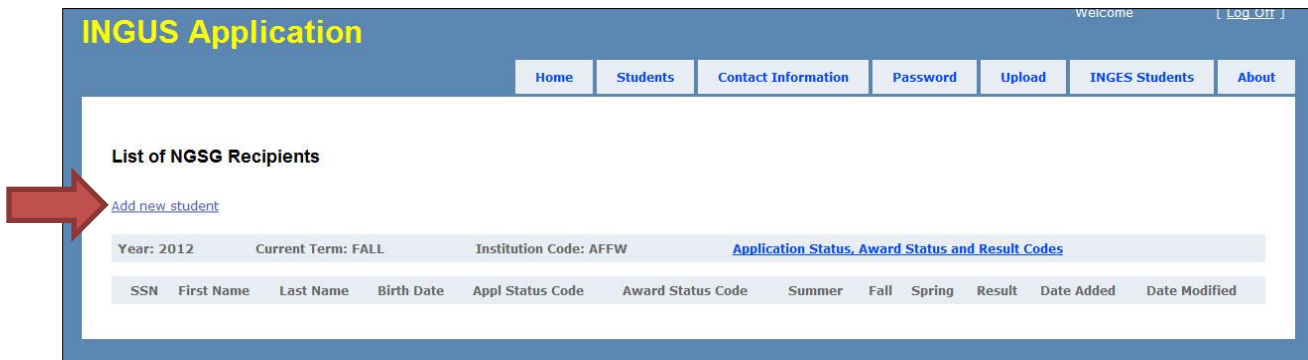
This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

Click the “Add new student” link.



INGUS Application

Welcome [Log Off]

Home Students Contact Information Password Upload INGES Students About

List of NGSG Recipients

[Add new student](#)

Year: 2012 Current Term: FALL Institution Code: AFFW [Application Status, Award Status and Result Codes](#)

SSN	First Name	Last Name	Birth Date	Appl Status Code	Award Status Code	Summer	Fall	Spring	Result	Date Added	Date Modified
-----	------------	-----------	------------	------------------	-------------------	--------	------	--------	--------	------------	---------------

Enter the soldier's social security number, first name, last name and date of birth in the provided fields. The system assumes the unit code based on your log in designation. The system also assumes that if you are entering the soldier's data in INGUS, the soldier is certified to receive the NGSG for the current term.

Click the "Create" button to enter the student into the database.

INGUS Application Welcome [\[Log Off \]](#)

[Home](#) [Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGUS Students](#) [About](#)

Create New Student

Year: 2012 Current Term: FALL Instituion Code: AFW


SSN:

Code

First Name:

Last Name:

Date of Birth:



[Back to List](#)

UPLOAD ENTRY OF SOLDIER DATA

Note: The upload option may only be used to add new records. If changes or corrections are needed, please follow the steps outlined under Edit a Soldier Record.

APPROPRIATELY FORMAT THE FILE

The file must be a text file saved in either “tab delimited” or “comma delimited” format. The file may be prepared from an application such as Microsoft Excel and then saved using the “Save As” function in the appropriate format. The file also may be created directly in a simple text editor such as Windows Notepad.

A soldier record consists of five required data fields: Social Security Number, Last Name, First Name, Date of Birth and Unit. The required fields must be in this order. Each data field must conform to the rules for that data field (see Data Entry Overview for details). **Do not use a header record when formatting a file.**

Each data field must be separate by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044). Each record must end with a CR character (“carriage return,” ASCII decimal value 013) and LF character (“line feed,” ASCII decimal value 010) in that order. Computer applications that use a “print” statement to create text records will automatically put <CR><LF> at the end of each record. The “Save As” function of Excel and hitting the Enter key in Windows Notepad also will automatically populate these characters. Either the TAB or comma delimited format must be used consistently throughout the data set. If correct, the uploaded data will be available immediately. An error message will be displayed for each incorrect record in the dataset.

Examples of valid records include:

(comma delimited)

123456789, Smith, John, 01/01/1985, ARSF
987654321, Berry, Holly, 11/14/1991, ARSF

-OR-

(tab delimited)

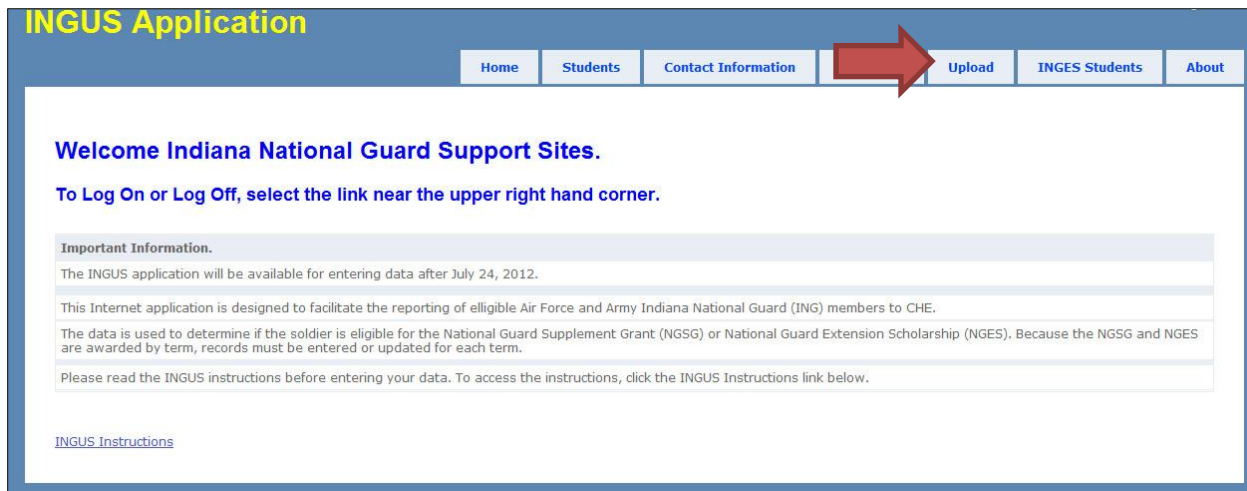
123456789<TAB>Smith<TAB>John<TAB>01/01/1985<TAB>ARSF
987654321<TAB>Berry<TAB>Holly<TAB>11/14/1991<TAB>ARSF

<TAB> = the tab character inserted by your computer

The name of the file does not matter.

UPLOAD A DATA FILE

Select the “Upload” tab to access the upload tool. [You may access the upload function from any page within INGUS.]



The screenshot shows the top navigation bar of the INGUS Application. The 'Upload' tab is highlighted with a red arrow. Below the navigation bar, the page displays a welcome message and a link to the upload tool.

INGUS Application

Home Students Contact Information **Upload** INGUS Students About

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

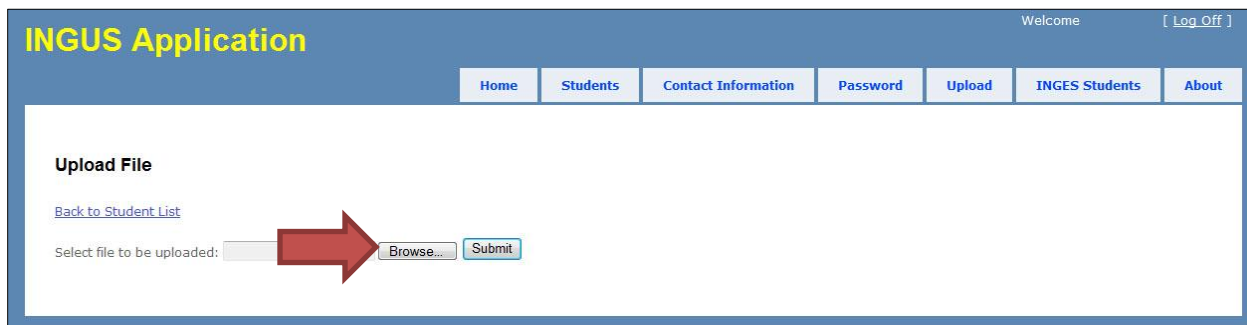
This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

Click the “Browse” button to locate the appropriate file on your computer.



The screenshot shows the 'Upload File' section of the INGUS Application. The 'Browse...' button is highlighted with a red arrow.

INGUS Application

Welcome [Log Off]

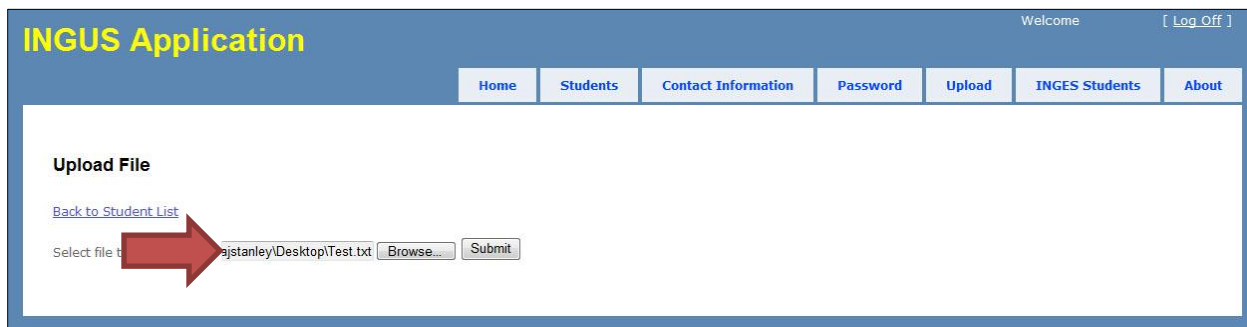
Home Students Contact Information Password **Upload** INGUS Students About

Upload File

[Back to Student List](#)

Select file to be uploaded: **Browse...**

Once you have selected the appropriate file from your computer, the file will appear in the window next to the “Browse” button.



The screenshot shows the 'Upload File' section of the INGUS Application. The file path 'C:\Users\stanley\Desktop\Test.txt' is entered in the text box next to the 'Browse...' button, which is highlighted with a red arrow.

INGUS Application

Welcome [Log Off]

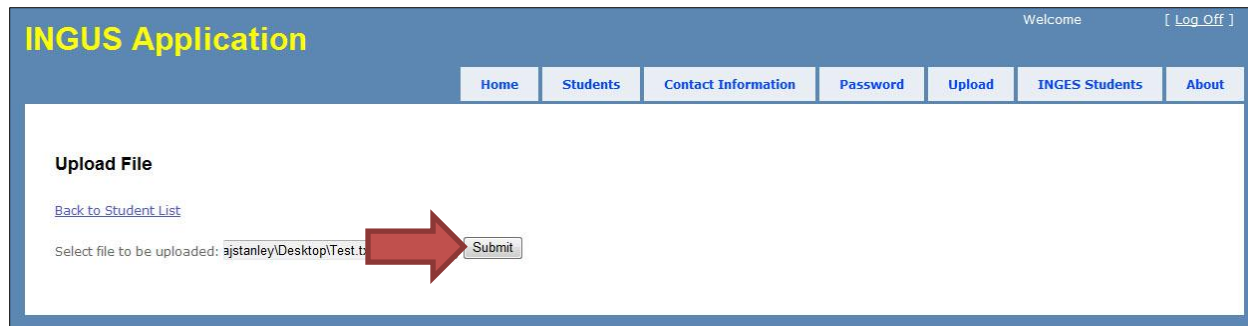
Home Students Contact Information Password Upload INGUS Students About

Upload File

[Back to Student List](#)

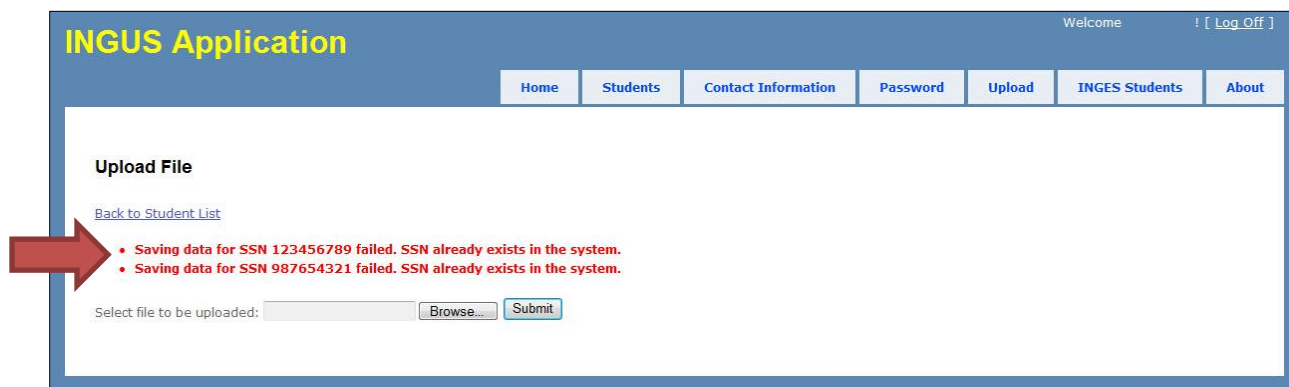
Select file to be uploaded: **Browse...**

Click “Submit” to upload the file.



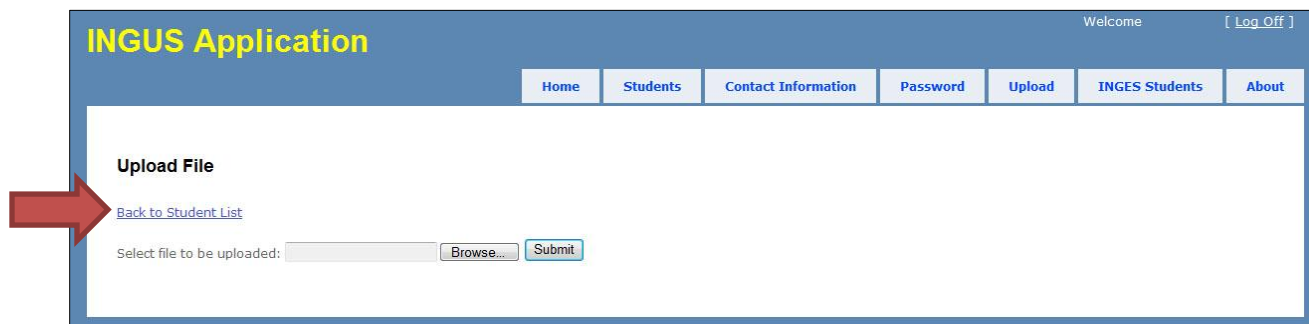
The screenshot shows the 'INGUS Application' interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. The 'Upload' link is highlighted. Below the navigation bar, the 'Upload File' section is visible. It includes a link 'Back to Student List' and a text input field containing 'ajstanley\Desktop\Test.b'. A red arrow points to the 'Submit' button.

Each soldier may only be entered once into the INGUS database. Therefore, if the text file contains a social security number that already exists in the database, you will receive an error message. To make changes to an existing soldier’s record, follow the steps outlined in under Edit a Soldier Record. Similar error codes will be displayed if the data elements are not formatted correctly or the appropriate unit code is not provided.



The screenshot shows the 'INGUS Application' interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. The 'Upload' link is highlighted. Below the navigation bar, the 'Upload File' section is visible. It includes a link 'Back to Student List' and a text input field containing 'ajstanley\Desktop\Test.b'. A red arrow points to the 'Submit' button. Below the 'Submit' button, there is an error message: 'Saving data for SSN 123456789 failed. SSN already exists in the system.' and 'Saving data for SSN 987654321 failed. SSN already exists in the system.'

To view those records that were successfully uploaded into INGUS, click the “Back to Student List” link.



The screenshot shows the 'INGUS Application' interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. The 'Upload' link is highlighted. Below the navigation bar, the 'Upload File' section is visible. It includes a link 'Back to Student List' and a text input field containing 'ajstanley\Desktop\Test.b'. A red arrow points to the 'Back to Student List' link.

Review the student list to ensure all soldiers from your text file uploaded properly. If you notice an issue you may edit a soldier's record, manually enter a soldier's data or upload another previously prepared and appropriately formatted text file.

INGUS Application

Welcome 1 [[Log Off](#)]

Home

Students

Contact Information

Password

Upload

INGES Students

About

List of NGSF Recipients

[Add new student](#)

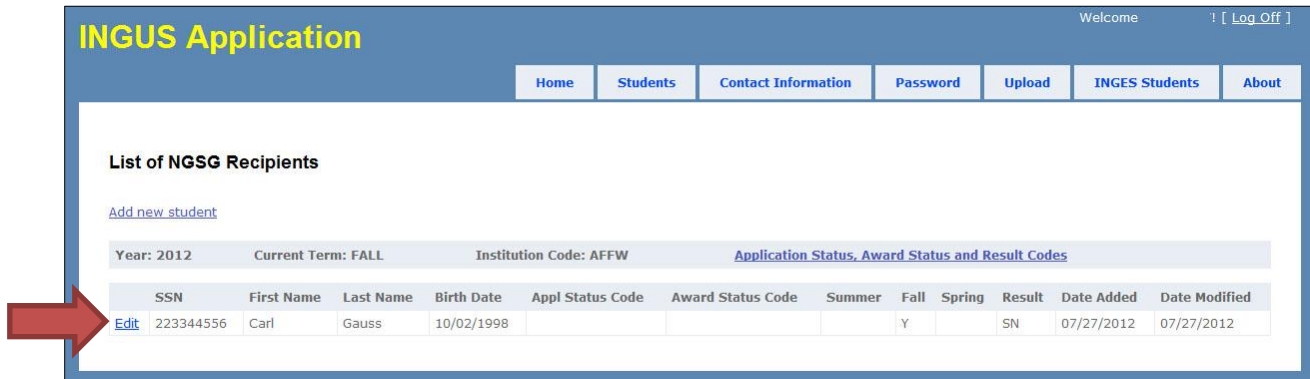
Year: 2012Current Term: FALLInstitution Code: AFFW

[Application Status, Award Status and Result Codes](#)

SSN	First Name	Last Name	Birth Date	Appl Status Code	Award Status Code	Summer	Fall	Spring	Result	Date Added	Date Modified
Edit	223344556	Carl	Gauss	10/02/1998			Y		SN	07/27/2012	07/27/2012

EDIT A SOLDIER RECORD

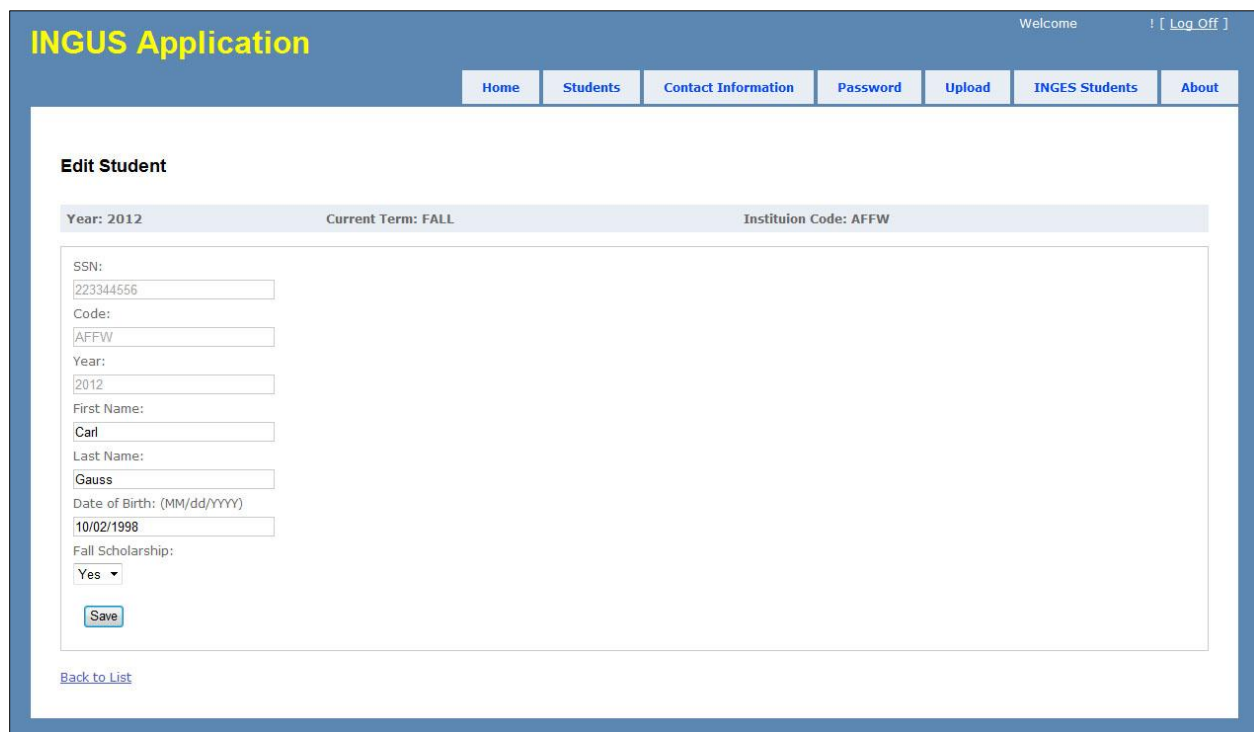
To edit a soldier record once it has been added to INGUS, click the “Edit” link at the beginning of that soldier’s record.



The screenshot shows the INGUS Application interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGUS Students, and About. Below the navigation bar, the page title is "List of NGS Recipients". There is a link "Add new student" and a table with columns: Year, Current Term, Institution Code, and Application Status, Award Status and Result Codes. The table has one row with the following data: Year: 2012, Current Term: FALL, Institution Code: AFFW, Application Status: Y, Award Status: SN, Result: SN, Date Added: 07/27/2012, Date Modified: 07/27/2012. A red arrow points to the "Edit" link in the first row of the table.

Year	Current Term	Institution Code	Application Status	Award Status	Result	Date Added	Date Modified
2012	FALL	AFFW	Y	SN	SN	07/27/2012	07/27/2012

The following screen will display.



The screenshot shows the INGUS Application interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGUS Students, and About. Below the navigation bar, the page title is "Edit Student". There is a form with fields for: Year (2012), Current Term (FALL), Institution Code (AFFW), SSN (223344556), Code (AFFW), Year (2012), First Name (Carl), Last Name (Gauss), Date of Birth (MM/dd/YYYY) (10/02/1998), Fall Scholarship (Yes), and a Save button. There is also a link "Back to List" at the bottom.

Year: 2012 Current Term: FALL Institution Code: AFFW

SSN: 223344556
Code: AFFW
Year: 2012
First Name: Carl
Last Name: Gauss
Date of Birth: (MM/dd/YYYY) 10/02/1998
Fall Scholarship: Yes
Save

[Back to List](#)

You may update the soldier’s first and last names and date of birth. If a soldier’s certification status has changed since initially entered into INGUS, you may also change his or her status from “Y” to “N” to indicate the soldier is not certified for the current term.

Once all updates have been made to the soldier's record, click the "Save" button to return to the student list.

The screenshot shows the 'INGUS Application' interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. The 'Edit Student' form is displayed, showing fields for Year (2012), Current Term (FALL), and Institution Code (AFFW). Below these are fields for SSN (223344556), Code (AFFW), Year (2012), First Name (Carl), Last Name (Gauss), Date of Birth (10/02/1998), and Fall Scholarship (Yes). A red arrow points to the 'Save' button at the bottom left of the form. A 'Back to List' link is also visible.

If you need to edit a soldier's social security number, you will need to complete the following steps: (1) Enter a record containing the soldier's correct social security number into INGUS and (2) Notify SFA so the incorrect record may be deleted from the system.


ENTER NGES SOLDIER DATA

To certify a soldier for the NGES, you must enter him or her manually into INGUS.

Select the "INGES Students" tab.

The screenshot shows the 'INGUS Application' interface with the 'INGES Students' tab selected. The page displays a welcome message: 'Welcome Indiana National Guard Support Sites. To Log On or Log Off, select the link near the upper right hand corner.' Below this is a section titled 'Important Information' with the following text: 'The INGUS application will be available for entering data after July 24, 2012. This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE. The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term. Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.' A red arrow points to the 'INGES Students' tab in the navigation bar. A link for 'INGUS Instructions' is provided at the bottom.

Click the “Add new student” link.



INGUS Application Welcome **INGAFFW**! [[Log Off](#)]

[Home](#) [Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGES Students](#) [About](#)

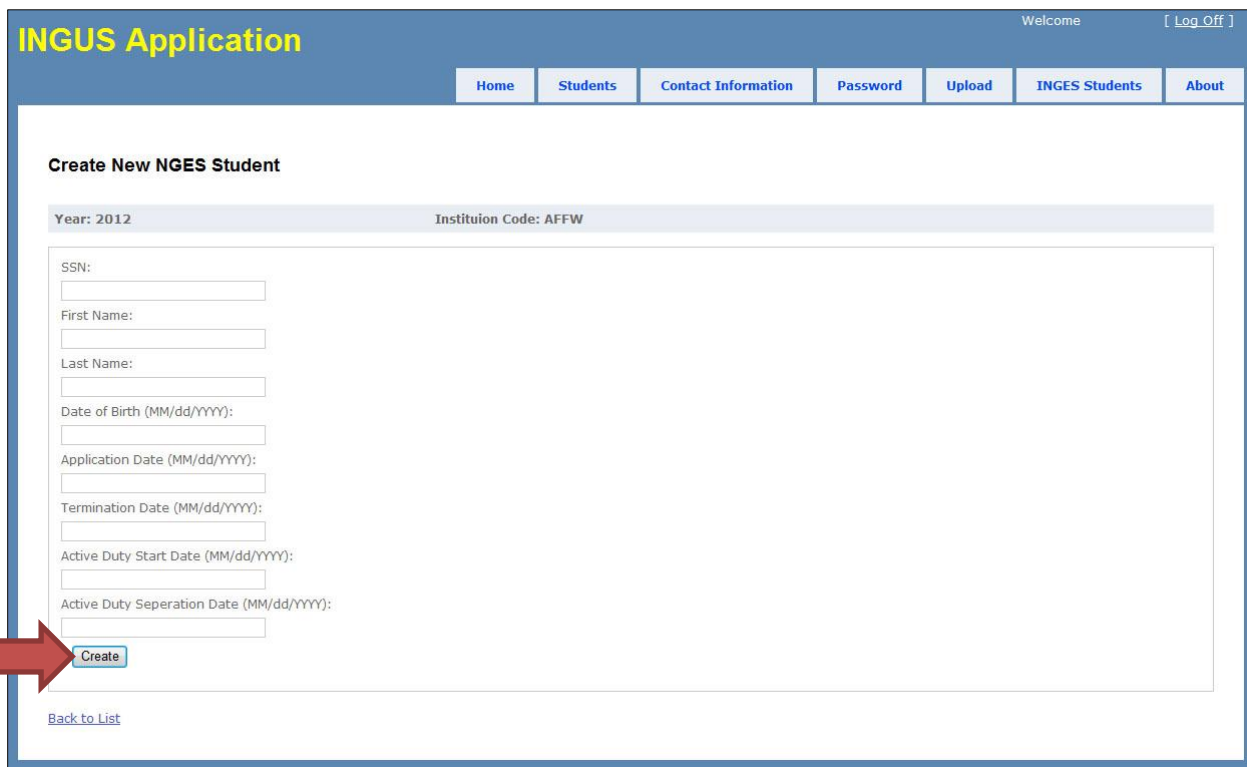
List of NGES Recipients

[Add new student](#)

Year: 2012 Instituion Code: AFWW

SSN	First Name	Last Name	Date of Birth	NGES Branch	Application Date	Termination Date	Active Duty Start Date	Active Duty Separation Date	Date Added	Date Modified	User
-----	------------	-----------	---------------	-------------	------------------	------------------	------------------------	-----------------------------	------------	---------------	------

Provide the required data for the certified soldier: social security number, first name, last name, date of birth, application date, termination date, active duty start date and active duty separation date. Click the “Create” button to add the soldier’s record and return to the NGES recipient list.



INGUS Application Welcome [[Log Off](#)]

[Home](#) [Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGES Students](#) [About](#)

Create New NGES Student

Year: 2012 Instituion Code: AFWW

SSN:

First Name:

Last Name:

Date of Birth (MM/dd/YYYY):

Application Date (MM/dd/YYYY):

Termination Date (MM/dd/YYYY):

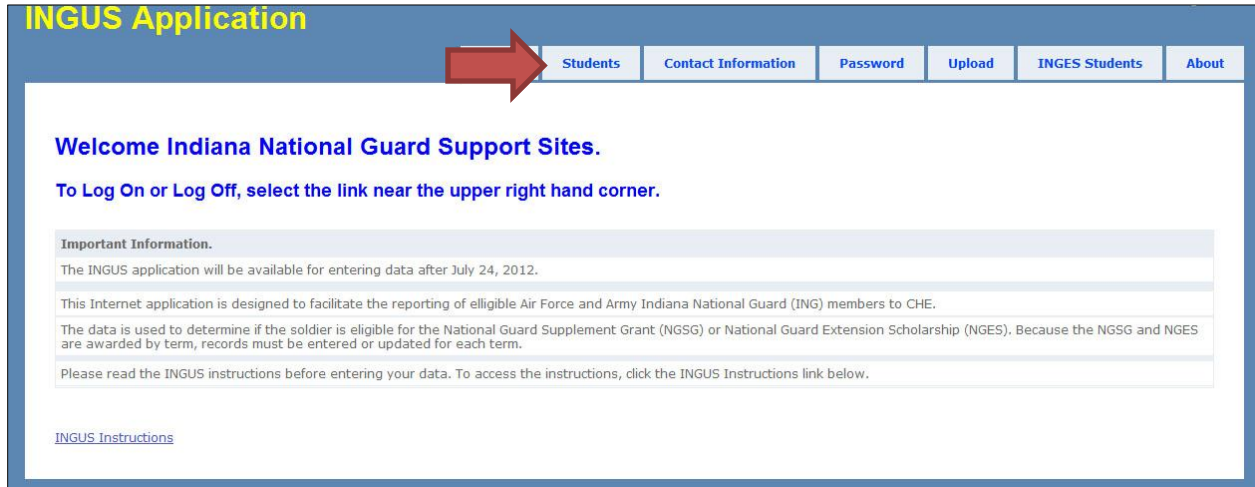
Active Duty Start Date (MM/dd/YYYY):

Active Duty Separation Date (MM/dd/YYYY):

[Back to List](#)

IV. VIEW AND ANALYZE THE DATA

To view the list of soldiers' data records, select the "Students" tab.



INGUS Application

[Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGES Students](#) [About](#)

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

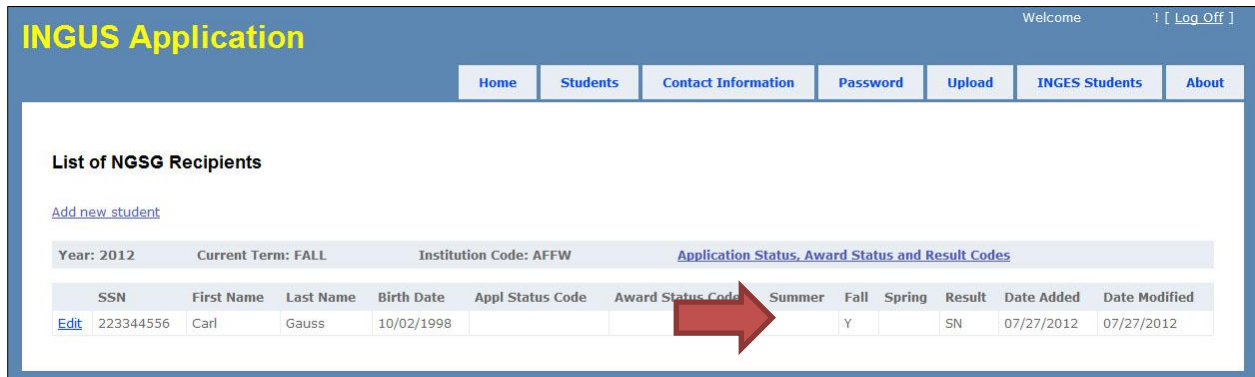
This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

The required data fields (SSN, First Name, Last Name and Birth Date) for each soldier will be displayed. In addition, the soldier's certification status for each term during the current academic year will be displayed.



INGUS Application Welcome ? [[Log Off](#)]

[Home](#) [Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGES Students](#) [About](#)

List of NGSG Recipients

[Add new student](#)

Year: 2012 Current Term: FALL Institution Code: AFFW [Application Status, Award Status and Result Codes](#)

SSN	First Name	Last Name	Birth Date	Appl Status Code	Award Status Code	Summer	Fall	Spring	Result	Date Added	Date Modified
Edit	223344556	Carl	Gauss	10/02/1998			Y		SN	07/27/2012	07/27/2012

Additional information regarding the soldier's application (FAFSA) status, award status and result also is provided.

If you notice an issue with a soldier's record, please follow the steps outlined under Edit a Soldier Record.

APPL STATUS CODE

The application status code reflects the status of the soldier's current year FAFSA.

Below is a list of possible application status codes and their meanings:

APAC *Application is clean and a state financial aid award calculated.*

APCL *Application is clean and a state financial aid award may be calculated.*

APCR *Application was created.*

APED *Edits exist on the soldier's FAFSA and must be cleared before a state financial aid award can be calculated.*

APNA *Application is clean but no state financial aid award was calculated.*

APPD *Application is a potential duplicate record. Application cannot be processed until discrepancy in SSN or DOB is resolved. Please contact SFA to resolve this application status code.*

APUP *Application has been updated.*

HOLD *Application is on hold.*

WAIT *Application is in wait status because of a professional judgment or loan default/overpayment. Once cleared, the record can be further processed.*

In addition, you may access a list of the application status codes and their meanings by clicking the "Application Status, Award Status and Result Codes" link.

The screenshot shows the INGUS Application web interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. Below the navigation bar, the main content area is titled "List of NGSQ Recipients". There is a link "Add new student" and a table with the following data:

Year: 2012	Current Term: FALL	Institution Code: AFFW	Application Status, Award Status and Result Codes								
SSN	First Name	Last Name	Birth Date	Appl Status Code	Award Status Code	Summer	Fall	Spring	Result	Date Added	Date Modified

For assistance in determining how an application status code will impact the soldier's eligibility for the NGSQ or NGES, please contact Director of Communications Amanda Stanley at 317-234-8232 or ajstanley@sfa.che.in.gov.

AWARD STATUS CODE

The award status code reflects the status of the soldier's state financial aid award.

Below is a list of possible award status codes and their meanings:

AWDC *The award is active.*

INAC *The award is inactive due to a new award being created or a transfer to another institution.*

WAIT *The award is on hold pending further information to resolve a professional judgment, loan default, Title IV overpayment or drug list. Once cleared, the record can be further processed.*

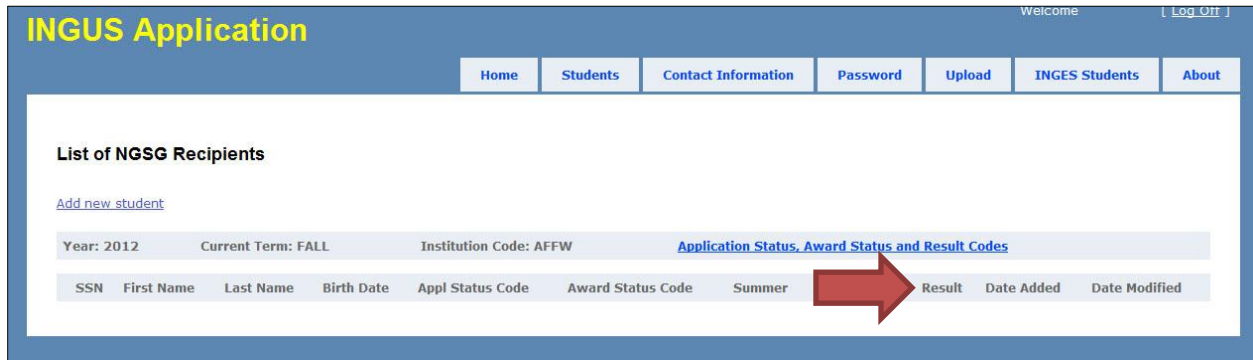
In addition, you may access a list of the award status codes and their meanings by clicking the "Application Status, Award Status and Result Codes" link.

The screenshot shows the 'INGUS Application' web interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGES Students, and About. Below the navigation bar, the main content area is titled 'List of NGSG Recipients'. Under this title, there is a link 'Add new student'. Below the link, there is a form with fields for 'Year: 2012', 'Current Term: FALL', and 'Institution Code: AFFW'. To the right of these fields is a link 'Application Status, Award Status and Result Codes', which is highlighted by a red arrow. Below the form, there is a table with columns: SSN, First Name, Last Name, Birth Date, Appl Status Code, Award Status Code, Summer, Fall, Spring, Result, Date Added, and Date Modified.

For assistance in determining how an award status code will impact the soldier's eligibility for the NGSG or NGES, please contact Director of Communications Amanda Stanley at 317-234-8232 or ajstanley@sfa.che.in.gov.

RESULT

The result column is an indicator of whether the data entered into INGUS matches the FAFSA data on file with SFA.



The screenshot shows the INGUS Application web interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGUS Students, and About. Below this, the main content area is titled "List of NGSG Recipients". There is a link "Add new student" and a section for filters: Year: 2012, Current Term: FALL, Institution Code: AFFW, and a link "Application Status, Award Status and Result Codes". Below the filters is a table with the following columns: SSN, First Name, Last Name, Birth Date, Appl Status Code, Award Status Code, Summer, Result, Date Added, and Date Modified. A red arrow points to the "Result" column header.

It is **CRITICAL** that this information matches. If there is no match, the student cannot be awarded the NGSG or NGES.

Below is a list of possible result codes and their meanings:

- SN** *The information in INGUS has been entered incorrectly or the soldier has not filed a FAFSA.*
- NF** *No FAFSA exists for the current year. There is no marriage of information from a current year FAFSA with what was reported in INGUS. Therefore, the eligibility for the NGSG or NGES cannot be determined.*
- NM** *The last name in INGUS does not match that reported on the FAFSA.*
- DN** *Neither the date of birth or the last name reported in INGUS match the FAFSA data. The SSN could be incorrect.*
- DB** *The date of birth in INGUS does not match that reported on the FAFSA.*
- OK** *Program data in INGUS and FAFSA data are cohesive.*

In addition, you may access a list of the result codes and their meanings by clicking the “Application Status, Award Status and Result Codes” link.

The screenshot shows the 'INGUS Application' web interface. At the top, there is a navigation bar with links: Home, Students, Contact Information, Password, Upload, INGUS Students, and About. Below the navigation bar, the main content area is titled 'List of NGSF Recipients'. There is a link 'Add new student' and a summary row showing 'Year: 2012', 'Current Term: FALL', and 'Institution Code: AFFW'. A red arrow points to a link 'Application Status, Award Status and Result Codes'. Below this, there is a table with columns: SSN, First Name, Last Name, Birth Date, Appl Status Code, Award Status Code, Summer, Fall, Spring, Result, Date Added, and Date Modified.

To ensure each certified soldier, receives the NGSF or NGES, you may need to take action to enable a “match” and achieve the “OK” result code.

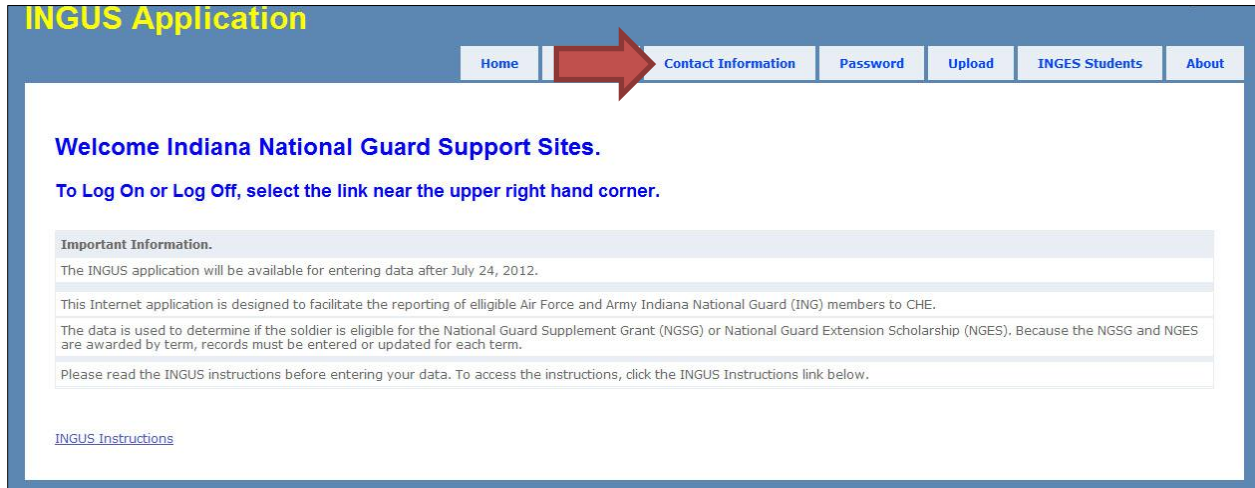
If you need assistance in resolving the code, please contact Director of Communications Amanda Stanley at 317-234-8232 or ajstanley@sfa.che.in.gov.

V. ADDITIONAL FEATURES

ADDING CONTACT INFORMATION

You may update your contact information and provide contact information for additional individuals associated with your unit through the INGUS application.

Select the “Contact Information” tab.



The screenshot shows the INGUS Application interface. At the top, there is a navigation bar with tabs: Home, Contact Information, Password, Upload, INGES Students, and About. A red arrow points to the 'Contact Information' tab. Below the navigation bar, the main content area displays a welcome message: "Welcome Indiana National Guard Support Sites." followed by instructions: "To Log On or Log Off, select the link near the upper right hand corner." Below this, there is a section titled "Important Information." containing three paragraphs of text. The first paragraph states that the application will be available for data entry after July 24, 2012. The second paragraph explains that the application is designed for reporting eligible Air Force and Army Indiana National Guard (ING) members to CHE. The third paragraph notes that the data is used to determine eligibility for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES), and that records must be updated for each term. At the bottom of this section, there is a link to "INGUS Instructions".

INGUS Application

Home **Contact Information** Password Upload INGES Students About

Welcome Indiana National Guard Support Sites.

To Log On or Log Off, select the link near the upper right hand corner.

Important Information.

The INGUS application will be available for entering data after July 24, 2012.

This Internet application is designed to facilitate the reporting of eligible Air Force and Army Indiana National Guard (ING) members to CHE.

The data is used to determine if the soldier is eligible for the National Guard Supplement Grant (NGSG) or National Guard Extension Scholarship (NGES). Because the NGSG and NGES are awarded by term, records must be entered or updated for each term.

Please read the INGUS instructions before entering your data. To access the instructions, click the INGUS Instructions link below.

[INGUS Instructions](#)

Click the “Create New Contact” link.



The screenshot shows the INGUS Application interface with the 'Contact Information' tab selected. The main content area displays a section titled "List of Contacts" with a link to "Create New Contact". Below this, there is a form with two input fields: "Year: 2012" and "Institution Code: AFFW". Below the form, there is a table with columns: Code, Location, Suffix, First Name, Last Name, Title, PhoneNo, Fax, and Email.

INGUS Application

Welcome ! [Log Off]

Home Students **Contact Information** Password Upload INGES Students About

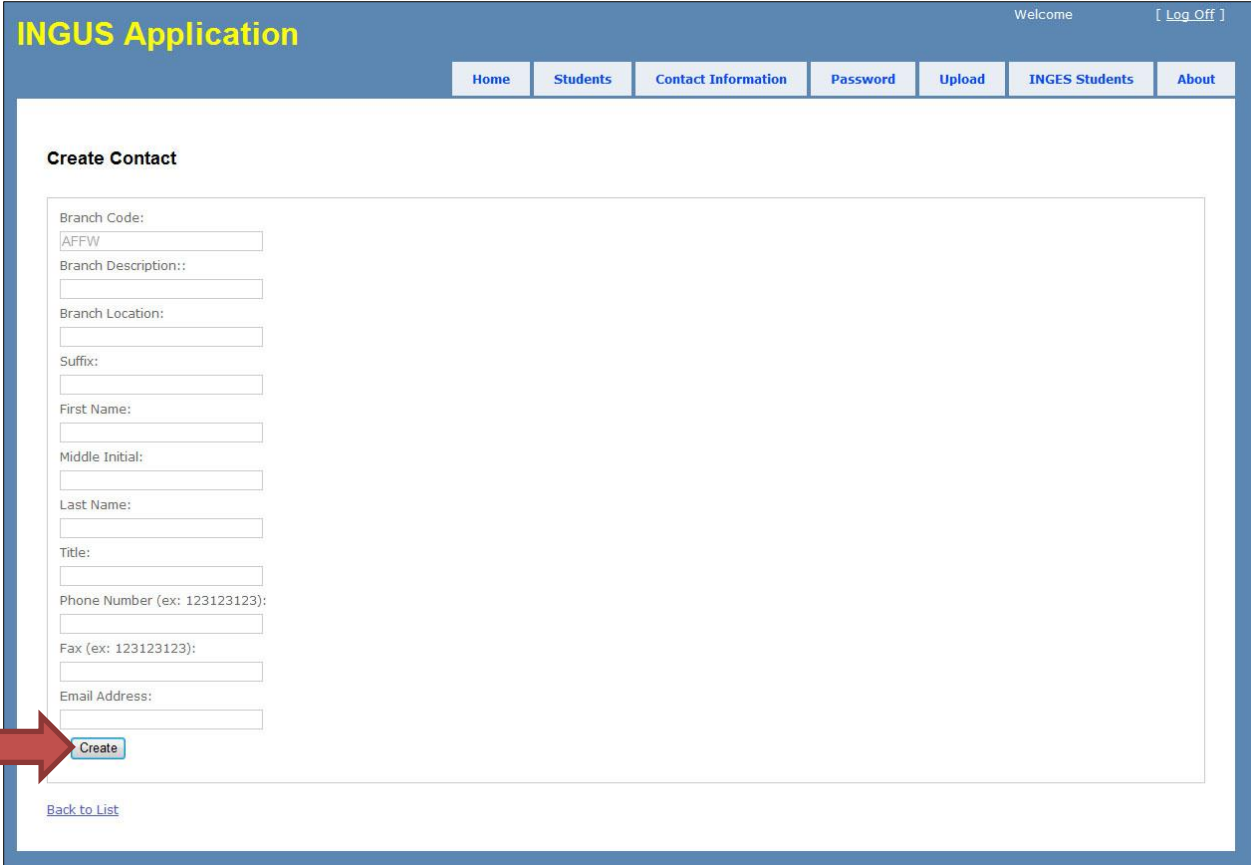
List of Contacts

[Create New Contact](#)

Year: 2012 Institution Code: AFFW

Code	Location	Suffix	First Name	Last Name	Title	PhoneNo	Fax	Email
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Provide the requested contact information and click the “Create” button to save.



INGUS Application Welcome [\[Log Off \]](#)

[Home](#) [Students](#) [Contact Information](#) [Password](#) [Upload](#) [INGES Students](#) [About](#)

Create Contact

Branch Code:

Branch Description::

Branch Location:

Suffix:

First Name:

Middle Initial:

Last Name:

Title:

Phone Number (ex: 123123123):

Fax (ex: 123123123):

Email Address:

[Create](#)

[Back to List](#)

REPORTS

A series of reports will be made available during the second phase of the INGUS application development. An updated manual will be provided at that time detailing the available reports.